APPENDIX C--AIRPORT-CODED TAGS AND LABELS

1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:

a. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.

b. When more than one tag is required, the tag identifying the category of mail is affixed as stated in a, above, and all tags are affixed to the pouch or sack staple by means of PS Item O-813P (Seal, Airmail Plastic) after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.

c. When appropriate, self-adhesive labels are affixed to the **left** of the address so as not to obliterate other required markings.

d. The **MPO** of destination *is* responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of **mail.**

2. Use airport-coded tags and labels when:

a. Mail tendered *to* an air carrier requires a transfer between flights and/ or carriers.

b. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an en route foreign airport.

c. Mail is transferred between a foreign and U.S. air carrier.

d. The postal activity that tenders the mail to the air carrier so re-
quests. In this case, the APO originating the dispatch affixes the proper
airport-coded tag and label.

3. Do not use tags for dispatches when **large** airmail labels are used. These
labels are preprinted with the alpha code in capital letters to indicate the
offload point (such as JFK for AMF Kennedy NY 00300). If conditions of
paragraph 2 exist, airport-coded tags are used.

4. The serving Aerial Mail Terminal **(AMT)** provides Military Post Offices **(APOs)**
with the required preprinted tags and labels. Naval postal units receive **tags/**
labels from serving fleet mail centers. Requisition nonpreprinted tags and
labels from appropriate supply sources.

   a. Affix PS Tag 135 (white background) to nonregistered pouches and sacks.

   b. Affix PS Label 136 (white background) to nonregistered outside mail
(OSM) to the left of the address.

   c. Affix PS Tag 135-C (red background) to registered pouches and sacks.

   d. Affix PS Label 136-C (red background) to the left of the address on
registered outside mail **(OSM).** Do not block the registered number or markings.

5. When preprinted airport-coded tags and labels are not available, prepare *the*
following tags and labels by printing *the* three-letter city of destination code
in the appropriate portion of the tag and **label.** These tag's and labels are
available through requisitioning procedures established in the Military Postal
Service Supply Catalog (DOD 4525.6-C (reference (c)). You may use rubber stamps
to enter the three-letter city of destination code. Do not enter the weight on
airport-coded tags and labels.

a. Use PS Tag 135-B (blank) instead of PS Tag 135.

b. Use PS Label 136-B (blank) instead of PS Label 136.

c. Use PS Tag 135-E (blank or red background) instead of PS Tag 135-C.

d. Use PS Label 136-E (blank or red background) instead of PS Label 136-c.

6. The airport-coded tag and label provides information to the air carrier on the method for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The **"via"** section on tags and labels is used to inform the air carrier on actions required to accomplish transfers or turn-in of mail **to** en route postal activity for remanifesting for onward movement to destination.

a. The airport-coded tag for mail destined to CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA, area bearing the first three ZIP code digits 233-237 would have a slide label affixed reading "SCF Norfolk, VA 235.'" The final airport destination for this pouch would be the Norfolk Airport; therefore, the Airport-Coded Tag would read **"ORF."** Had this same pouch been dispatched via MAC, the airport-coded tag would read **"NGU."**

b. The "via'" portion of the airport coded tag is used to show where a pouch must be offloaded en route for remanifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a Commercial Air Carrier that had New York as its first city of entry. As stated in paragraph

6a, the Airport-Coded Tag would read "ORF." To inform the air carrier to turn . . . . . .

this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

   c. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via"' section will indicate the place of transfer and carrier envolved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA to Hong Kong (HKG) , then ramp transferred to Guarda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use Airline Destination Code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "'via'" section. If ramp transfer between PAA and GIA has been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for remanifesting.

   d. When an interline transfer between U.S. Air Carriers must be made, the "via" section will indicate the place of transfer and carrier envolved. For example, a pouch originating in Korea destined to Bangkok could be transported from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA. . Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.